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ORE (pre-1948 records)

See especially pp. 1, 4, 6, and 11

16 May 1957  
H. P. C.

MEMORANDUM FOR RECORD

SUBJECT: List of Selected Historical Records of OSI's Divisions,  
1953-56

1. The listing below represents a selection of out of 177 series of records accumulated by OSI's 6 major operating divisions during the period 1953-56.

2. From an historical point of view, these records supplement those of the front office of OSI, previously described. (See my memo for record on OSI's central records 1953-56, dated 9 May 1957.)

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See this memo, as well,  
for pre-1956 records of  
ORE's Sec. Branch, 1947-48,  
especially pp. 7, 11, 12, 13,

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Applied Science Division, OSI  
(Records as of about August 1956)

90. "Division Subject Files," 1949-date. 4.5 linear feet. Contains forms on "briefings, liaison clearances, budget, consultants, security, travel, vital materials, training, and other administrative subjects. This is a "permanent" file to be sent to the Records Center in annual blocks when 2 years old.

91. "Division Production File," 1951-date. 5 linear feet. Contains copies of division and branch contributions to OSI's finished intelligence, "such as RU's, NIE's and MIS's." This is a "temporary" file said to be duplicated in the IPS.

92. "Division Requirements File," 1951-date. 1 linear foot. Contains copies of collection requests, both specific and general, submitted through the OSI Collection Staff. Also a 3 x 5 card index. These are "temporary" files to be destroyed in annual blocks when 1 year old.

93. "Convenience File (Reading)," 1949-date. 8/10 linear foot. This chrono file, like others in CIA, is to be destroyed in annual blocks when 1 year old.

Weapons Branch, ASD  
(Records as of about August 1956)

The Weapons Branch, if it is typical of other OSI branches, contains the following characteristic types of research and administrative files.

- 95. "Branch Subject Files"
- 96. "Branch Production Files"
- 97. "Intelligence Files of Individual Analysis"
- 98. "Card Files," kept by analysts (3 x 5, 5 x 8, and McBee Cards)
- 99. "Operational Intelligence Files"
- 100. "Chrono Files"
- 101. "Reference Publications Files"
- 102. "Library Material Files"

BM--CW Branch, ASD  
(Records as of about August 1956)

103 to 115. These branch files, covering administrative intelligence and operational matters are organized somewhat similarly to those of the Weapons Branch, described above. In addition:

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113. "Translation File," undated. 12 linear feet. Contains copies of translations "prepared from open literature under an Agency external research contract. This is a "permanent" file to be sent ultimately to the Records Center. (The large volume suggests that this is certainly a major ERS project.--M. P. C.)

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Electronics Division, OSI  
(Records as of about August 1956)

116. "Division Subject File," 1948-date. 7 linear feet. Folders include personnel recruitment, interviews, briefing material, conferences, trip reports, training, budget, contracts, and consultants. This is a "permanent" file to be sent to the Records Center in annual blocks when 2 years old.

117. "Convenience File (Reading)," 1949-date. 1.5 linear feet. This chrono file is to be destroyed in annual blocks when 1 year old. A note indicates, however, that the chrono file for 1949-51 is to be sent to the Records Center as a "permanent" file (this is an encouraging contradiction of the standard RM policy on chrono files.--M. P. C.)

120. "Division Special Projects File," 1948-date. 1/2 linear feet (only). (These special projects are not identified, and the small bulk and the long chronological coverage suggest that a typographical error in the description of this file is likely.--M.P.C.) Included are "raw" information reports, cables, newspaper clippings, finished reports, and translations from Soviet locations. This is a "temporary" file to be destroyed "when obsolete or no longer needed."

Technical Services Branch, ED  
(Records as of about August 1956)

122 to 133. These files, dating from 1949, are organized somewhat similarly to those of other OSI branches, previously outlined above. In addition:

130. "Senior Representatives Correspondence File," 1952-date. 1.5 linear feet. Contains copies of in-and-out cables, memos, documents, and other correspondence with SR's. Said to be duplicated in Collection Staff, OSI. This is a "temporary" file to be destroyed in annual blocks when 1 year old.

ELINT Branch, ED  
(Records as of about August 1956)

134 to 140. These branch files, dating from 1949, follow the pattern of other OSI branch files previously outlined, except:

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135. "External Research Project File," 1952-date. 5.5 linear feet. This relates to an unidentified external research contract, and consists of 2 parts. Part one (1) contains the finished reports, to be retired to the Records Center as a "permanent" file. Part two (2) are the administrative papers, such as memoranda, staff studies, and progress reports, which are to be destroyed "10 years after final payment or completion of contract."

Electronics Branch, ED  
(Records as of about August 1956)

141 to 145. These branch files, 1950-date, follow the branch pattern previously outlined.

Electromagnetic Warfare Branch  
(Records as of about August 1956)

146 to 150. These files, 1953-date, follow the usual branch pattern except for the following files which are mentioned here for the special historical details that they contain.

147. "Branch Intelligence Files," 1953-date. 39 linear feet. These files "consist primarily of raw information reports from sources such as VMA, RFE, and RLM...utilized in the preparation of branch reports required by an ESC directive"; also "drafts, notes, calculations, and similar material used in the preparation of these reports. This is a "temporary" file to be destroyed "when obsolete or no longer needed," except for certain items to be transferred to the Records Center for 2 years and then destroyed.

149. "Reference Publications File," undated. 6 feet. Among the serial publications in this file are the "EE Convention Record and European Broadcast Bulletin...." (Is this one or two serials? --N. P. C.)

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Fundamental Science Division, OSI  
(Records as of about August 1956)

151. "Division Subject Files," 1955-date. 1.5 linear feet. Folders include budget, Career Service Board, consultants, missions and functions, briefings, etc. This is a "permanent" file to be sent to the Records Center in annual blocks when 2 years old.

152. "Convenience File (Reading)," 1955-date. 2/10 linear feet. This chrono file is to be destroyed in annual blocks when 1 year old.

154. "Work Log File," 1955-date. 2/10 linear feet. These are 5 x 8 cards for all "professional personnel," accounting for their work hours; used in preparing quarterly reports. This is a "temporary" file destroyed each quarter.

158. "Staff Officers Working Files," undated ("current" only). 4 linear feet. These are files of individual "staff officers" of this division and contain folders on security, training, procedures, policies, work load reports, career management planning, division reading requirements, briefings and lectures, and "special projects such as Machine Indexing and Mechanical Translation." These are "temporary" files to be destroyed "when no longer needed" except that "sole copies of studies are to be refiled in series No. 151 above.

160. "External Research Project File," 1945-date. 1.2 linear feet. This file relates to an unidentified ER project, and contains inspection reports, progress reports, project correspondence, and copies of the finished reports. All of them that are at disposal are similar to that of other ER files previously listed.

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Biological and Agricultural Sciences Branch, FSD  
(Records as of about August 1956)

162 to 175. These branch files variously dating from 1951, 1953, and 1955, follow the usual OSI Branch pattern, except:

163. "Convenience File (Reading)," 1955-date. 3/10 linear feet. This chrono file is to be destroyed in annual blocks when 1 year old.

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167. "Collaboration File," 1953-date. 1.8 linear feet.  
"Consists of correspondence, translations, and extracts of unclassified material which are forwarded through the Collection Staff, OSI to collaborating officers (outside OSI) for evaluation by top scientists." There responses are also filed. Arranged by "subject and CP number." This is a "permanent" file to be sent to the Records Center in annual blocks when 2 years old.

Chemistry Branch, FSD  
(Records as of about August 1956)

176 to 186. These branch files, 1952-date, follow the usual OSI pattern, except:

177. "Convenience File (Reading)," 1954-date. 2/10 linear feet. This chrono file is to be destroyed in annual blocks when 1 year old.

187 to 197. These branch files, variously dating from 1949, 1954, and 1955, follow the usual OSI pattern except:

188. "Convenience File (Reading)," 1954-date. 2/10 linear feet. This chrono file is to be destroyed in annual blocks when 1 year old.

Physics and Mathematics Branch, FSD  
(Records as of about August 1956)

198 to 206. These branch files variously dating from 1952 and 1955, follow the usual OSI pattern.

Scientific Resources Branch, FSD  
(Records as of about August 1956)

207 to 213. These files, variously dating from 1951, 1952, 1953, and 1955, follow the usual OSI Branch pattern.

Special Projects Branch, FSD  
(Records as of about August 1956)

214 to 223. These files, variously dating from 1950, 1951, and 1955, follow the usual OSI Branch pattern except:

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219. "Inter-departmental Committee on Internal Security" (ICIS File), 1950-date. 3 linear feet. This file is kept by the CIA representative to sub-committee No. 1 of ICIS. It contains agenda, units, policy and procedure documents, project papers, finished reports, and other records relating to "CIA support to the ICIS" and to CIA's representation on this sub-committee. This is a "permanent" file to be kept in OSI "indefinitely."

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Guided Missiles Division, FSD  
(Records as of about August 1956)

224. "Division Subject File," 1954-date. 4 linear feet. Specific folders include clearances, committees, organization and management, collection, security, and travel. This is a "permanent" file to be sent to the Records Center in annual blocks when 2 years old.

225. "Convenience File (Reading)," 1954-date. 1/2 linear feet. This chrono file is to be destroyed in annual blocks when 1 year old.

226. "Division Production File," 1952-date. 2 linear feet. Contains finished intelligence reports such as "NIE's, NIS's, RU's, and division contributions to estimates." Also contains copies of [REDACTED] and OSI production schedules. Said to be duplicated in IPS. This is a "temporary" file.

227. "Division Committee File," 1955-date. 1 foot. This file pertains to 2 committees: Ad Hoc IAC Guided Missiles Survey Sub-committee; and Ad Hoc Guided Missiles Sub-committee of the SEC. Included are agenda, minutes, directives, memoranda, correspondence, draft reports, and final reports prepared by these two committees. This is a "permanent" file to be sent to the Records Center "when no longer needed in OSI."

Technical Branch, GMD  
(Records as of about August 1956)

231 to 234. These branch files, 1955-date, include a subject file, a chrono file (to be destroyed in one year), intelligence collection files (of individual analysts), and a library material file.

Support Branch, GMD  
(Records as of about August 1956)

235 to 244. These branch files, variously dating from 1950 and 1954, follow the usual OSI Branch pattern except:

236. "Convenience File (Reading)," 1954-date. 3/10 linear feet. This chrono file is to be destroyed in annual blocks when 1 year old.

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Medicine Division, OSI  
(Records as of about August 1956)

245. "Division Subject File," 1949-date. 12 linear feet. Specific folders include work load reports, briefing material, personnel, training, external research projects, etc. This is a "permanent" file to be sent to the Records Center in annual blocks when 2 years old.

246. "Convenience File (Reading)," 1950-date. 1 linear foot. This chrono file is to be destroyed in annual blocks when 1 year old. (The coverage of this file way back to 1950 makes particular chrono file especially valuable.--M. P. C.)

247. "Medical Intelligence Working Committee File," 1950-date. 1 linear foot. This file relates to OSI's missions in two committees: the Joint Medical Scientific Intelligence Committee; and the Medical Intelligence Working Committee (MIWC). This file is kept by the secretariat of MIWC and contains agenda, minutes, reports and correspondence. This is a "permanent" file to be kept in OSI "indefinitely."

248 to 258. These files, variously dating from 1949, 1950, 1953, 1954, and 1955 are organized somewhat similarly to those of other OSI divisions and branches, except that the Medicine Division apparently has no separate records for individual branches. Among typical division files are the following: "communication control file; division intelligence files; division requirements files; division translation files; intelligence collection files; operational intelligence files; a map file; reference publications file; and a library material file."

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Nuclear Energy Division, OSI  
(Records as of about August 1956)

259. "Division Subject File," 1946-date. 24 linear feet. This file which apparently dates back to NED's origins in OSO relates broadly to NED's entire history in CIA. It contains papers on the NED's liaison activities (presumably with AEC), and the NED's contributions to scientific intelligence production. It also contains the files of the secretariat of the JAEIC (located in this division), such as agenda, minutes, reports, and projects. The whole file is arranged by country, by subject, and chronologically. This is a "permanent" file to be sent to the Records Center in annual blocks when 2 years old.

260. "Division Intelligence Files," undated. About 101 linear feet. This massive file is in 2 parts: (1) a "geographic" file of "raw intelligence reports..." arranged by country, subject, and chronologically; and (2) 5 x 8 card file on same. These are "temporary" files destroyed "when obsolete or no longer needed."

261 to 267. These are research, reference, library, and card files that follow the usual OSI Branch pattern.

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